



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

October 8, 2004

To: All Personnel Officers

From: Craig R. Hendrickson, Human Resources Manager
Classification and Salary Division

Subject: **NEW CLASSIFICATION SERIES – DEPARTMENTAL INFORMATION
SECURITY OFFICERS (DISO)**

On July 13, 2004, the Board of Supervisors issued an Information Technology (IT) and Security Policy, which outlined the Countywide IT and Security program. The Department of Human Resources is recommending the establishment of a new classification series to cover positions that are assigned the responsibilities of *directing* department-wide IT security programs on a full-time basis in medium to very large-sized departments, as well as the position responsible for the Countywide IT Security program. The proposed classes are:

- Chief Information Security Officer (Chief Information Office only)
- Departmental Information Security Officer II
- Departmental Information Security Officer I

The Chief Administrative Office's (CAO) Compensation Division is reviewing these new classifications for salary determination purposes, and the new classes will be submitted to the Board of Supervisors for approval once we are able to estimate the cost of implementing these classes.

To aid us in this determination, we request your assistance as follows:

1. Review the classification concepts for the two departmental classes on the attached chart (Attachment A) and meet with your senior IT manager or other appropriate executive managers to determine if your department's IT security-related functions appropriately fit into the class descriptions.
2. If your department has an incumbent that already functions as a DISO on a full-time basis, have the incumbent complete an IT Security Officer questionnaire

(Attachment B). Statements made on the questionnaire must be reviewed and approved by your department's CIO or senior IT manager, or other appropriate executive managers.

Note: It is recognized that each department has a person designated as their "Departmental IT Security Officer" (DISO), however these classifications have been developed to cover positions where DISO responsibilities warrant a full-time position.

3. If you have a vacant position that had been previously allocated to *direct* IT Security responsibilities on a full-time basis, please provide the duty statement and organization chart that were submitted during the budget allocation process.
4. Complete the Personnel Officer Response Form (Attachment C) and submit with the completed questionnaires and/or position request forms no later than **Friday, October 22, 2004** to:

Department of Human Resources
Classification and Salary Division
Kenneth Hahn Hall of Administration, Room 588
500 W. Temple Street
Los Angeles CA 90012
Attention: Susan Curran

Once we have reviewed the questionnaires and the CAO has assigned salaries for these classifications, my staff will contact you to discuss the results of the review and the proposed allocation process. It is expected that these new classifications will be in place for your use in the upcoming Fiscal Year 2005-06 budget process.

Questions concerning this process should be directed to Susan Curran of my staff at (213) 893-0310.

Thank you for your cooperation.

MJH:STS
CRH:sc

Attachments

- c: Jon Fullinwider, Chief Information Office
Bill Lynes, Chief Administrative Office
Pat Griffin, Chief Administrative Office

DEPARTMENTAL INFORMATION SECURITY OFFICERS JOB DESCRIPTIONS

NEW CLASSIFICATION DESCRIPTION

Departmental Information Security Officer I

DEFINITION: Directs, or assists in directing, department wide information security programs that provide protection and confidentiality of data and other information assets, in a medium-sized County department or in a very large County department with more than one full time Departmental Information Security Officer (DISO).

CLASSIFICATION STANDARDS: Positions allocable to this class report to the department head, chief deputy, administrative deputy, or IT director in a medium to large sized County department, or report to a Departmental Information Security Officer II in a very large County department, and perform IT security related responsibilities on a full time basis. DISO I's are responsible for developing, implementing and managing IT security and privacy related programs in accordance with the County Chief Information Officer's established policies and industry standards to protect the department from internal and external information technology threats and vulnerabilities. Incumbents must possess strong technical knowledge of information systems, County security and privacy practices and technologies, and the use of established security applications controls and methods to mitigate security risks and breaches. Incumbents must also possess a working knowledge of public policy issues and privacy related concerns, as well as relevant IT security and privacy laws. Incumbents must possess excellent communication skills and the ability to develop and maintain effective interpersonal relationships with County and departmental managers, information systems technical staff, related members of the industry and outside government agencies.

NEW CLASSIFICATION DESCRIPTION

Departmental Information Security Officer II

DEFINITION: Directs department-wide information security programs that provide protections and confidentiality of data and other information assets, in a large to very large County department. In a very large County department, coordinates the IT security program through Departmental Information Security Officer I's.

CLASSIFICATION STANDARDS: Positions allocable to this class report to the department head, chief deputy, administrative deputy or the IT Director of a large to very large sized County department, and are responsible for managing IT security and privacy related programs to ensure the security of the department's IT systems and data center on a full time basis. Incumbents are responsible for developing, implementing and managing IT security and privacy related programs in accordance with the County Chief Information Officer's established policies and industry standards to protect the department from internal and external information technology threats and vulnerabilities. Incumbents must possess technical knowledge of information systems, County security and privacy practices and technologies, and the use of established security controls and methods to mitigate security risks and breaches. Incumbents must possess a working knowledge of public policy issues and privacy related concerns, as well as relevant IT security and privacy laws. Incumbents must possess excellent communication skills and the ability to develop and maintain effective interpersonal relationships with County and departmental managers, information systems technical staff, related members of the industry and outside government agencies.

DEPARTMENTAL INFORMATION SECURITY OFFICER CLASSIFICATION QUESTIONNAIRE

Department and Incumbent Data

Department Name: _____ Dept. # _____ Date: _____

Incumbent: _____ Phone # _____ E-mail: _____
(Print name)

Budgeted Position: _____

Payroll Title (if different): _____

Immediate Supervisor: _____ Title: _____
(Print name)

Phone # _____ E-mail _____

Information Technology Organization Data

Departmental Information Technology Budget: \$ _____ # of IT positions: _____
of contracting staff _____

Number of facilities: _____

IT Physical Security responsibilities:

(no) _____ (yes) _____ describe: _____

HIPAA responsibilities:

(no) _____ (yes) _____ describe: _____

Department specific regulatory requirements related to security:

FACTOR	ANSWER
# Domains	
# Network Nodes	
# of Switches	
# End user facilities supported	
# Data Centers	
Operating Systems supported (list)	
# Users – County staff	
# Users – other than County staff	
# Servers	
# Workstations	
# Users with remote access (types)	
# Public access PCs (e.g., kiosk, library PC, etc)	
# Interfaces with external systems	
# Wireless access points	
# Wireless devices (types)	
Other	

CLASSIFICATION QUESTIONNAIRE
DEPARTMENTAL INFORMATION SECURITY OFFICER

Position Duties and Responsibilities

Please indicate which of the following responsibilities are a part of your current job and, where possible, indicate a percentage of time.

	% of Time	Essential Job Function
1.		Develops and implements departmental IT security standards, procedures, and guidelines to prevent the unauthorized use, release, modification, or destruction of data.
2.		Reviews development, testing, and implementation of IT security products and control techniques.
3.		Coordinates development and promotion of IT security and privacy awareness training and education for new and existing staff.
4.		Performs IT security risk assessments of computer systems and IT operations.
5.		Identifies IT system compromises and ensures appropriate remedial steps are taken to prevent future occurrences.
6.		Conducts vulnerability assessments and ensures appropriate remedial steps are taken to prevent future system compromises.
7.		Coordinate IT investigative matters with the Auditor Controller and law enforcement agencies as necessary.
8.		Serve in the capacity of a Chief Privacy Officer for the department in regards to electronic data and records.
9.		Works with software developers and operations staff to ensure the IT security of production applications.
10.		May participate in the review of IT components of new facility acquisitions, construction and or remodel to ensure conformance with County IT policies.
11.		Works with departmental managers to ensure IT security interfaces are functional and valid.
12.		Heads the department's DCERT (Departmental Computer Emergency Response Team) program.
13.		Assists in the development of the department's IT Facility Security Plan to ensure that all Information Technology physical assets are protected.
14.		Participates in the development and implementation of disaster recovery and business continuity plans to ensure the appropriate IT Security measures are taken into consideration.
15.		Acts as a consultant for application software staff on IT security requirements.
16.		Provides consultation to project managers on systems projects to ensure that systems built or acquired meet security requirements.
17.		Coordinate the department's annual/biannual ICCP audit.
18.		Assists in reviewing, evaluating, and recommending software projects related to IT systems security (e.g., email viruses, encryption, firewalls, internet filtering and monitoring, intrusion detection, etc).

CLASSIFICATION QUESTIONNAIRE
DEPARTMENTAL INFORMATION SECURITY OFFICER

Comments

Please provide any additional information that might assist us in fully understanding your current job duties and responsibilities.

Signatures

(Employee) Date: _____

(IT Manager or Executive Manager) Date: _____

PLEASE ATTACH CURRENT ORGANIZATION CHART TO THIS DOCUMENT

PERSONNEL OFFICER RESPONSE FORM

Departmental Information Security Officer Series

Personnel Officers: Please complete this form by checking the appropriate box below, attaching (if required) the completed position questionnaires, and signing and dating the form at the bottom of the page. Please submit all forms and related questionnaires to DHR no later than **Friday October 22, 2004**. This will enable us to finalize our work and submit these new classifications and related actions to the Board for approval in December 2004. Your cooperation is greatly appreciated.

Departmental Allocations (check one or more)

____ Our department currently has one or more employees *functioning* as a DISO on a full time basis who we believe should be reclassified to one of the two new classes. Attached for your review are position questionnaires that have been completed by the incumbent and reviewed by the IT Manager. Also attached is a current organization chart.

____ Our department has a vacant position that was allocated to perform this function. Attached are the duty statement and organization chart for this vacant position that were submitted during the budget allocation process.

____ Although our department does not currently have a full-time employee dedicated to the functions described in these two new classes, we anticipate requesting new positions in these classes in the upcoming budget, as follows:

New Class	No. of Positions	Comments
Departmental Information Security Officer II		Request for FY 05-06
Departmental Information Security Officer I		Request for FY 05-06

____ In our department, the functions described in these new class specifications are performed on a part-time basis by the following positions:

Class Title	Percentage of Time	Comments

____ Our department does not anticipate the need to request positions for either of these two new classes.

Signature

Personnel Officer

Date

PLEASE SUBMIT THIS FORM TO:

Department of Human Resources
Classification & Salary Division
Kenneth Hahn Hall of Administration, Room 588 500 W.
Temple Street
Los Angeles, CA 90012
Attention: Susan Curran